



PLANNING AND  
DEVELOPMENT  
SERVICES  
DEPARTMENT

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ZONING  
ADMINISTRATION

# Liquor License Review Process

Role of the Planning and Development Services Department

A Liquor License agent and/or applicant completes an application (found on the State website) and submits it the Arizona Department of Liquor License and Control (ADLLC). ADLLC forwards accepted licenses to the City of Tucson City Clerk's Office for local review.

## Application Categories and Types of Licenses

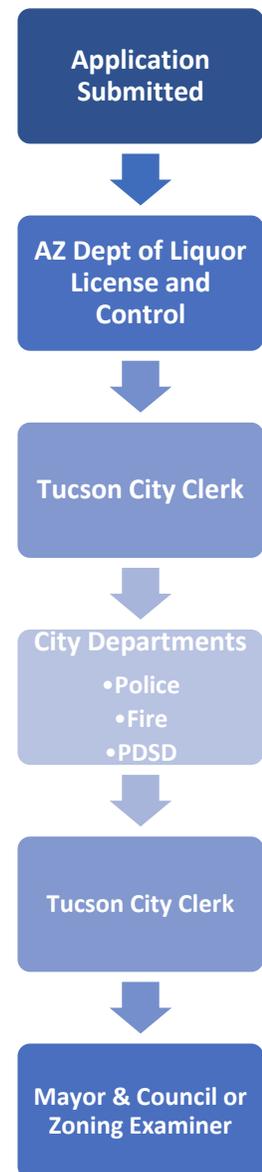
- There are four categories of applications:
  - Permanent service location (new license)
  - Permanent extension of existing licensed premise (new patio or other expansion.
  - Temporary extension of premise (expand existing premises for an event or brief period of time), and
  - Special event (allows a non-licensed entity to sell liquor at a special event).
- There are twenty-one license types/series. The most common are Series 12 – Restaurant serving all types of liquor, Series 6 – Full Service Bar, Series 7- Beer and Wine Only, Series 9 – Liquor Store, Series 10 – Beer and Wine Store and Series 11 – Hotel/Motel and Series 3 and Series 18 Microbrewery and Craft Distillery.

## Approvals

- Mayor and Council (M&C) approve permanent service/temporary extension/special event applications.
- The Zoning Examiner (ZE) approves permanent extension of premise applications.

## City of Tucson Review

- City Clerk Liquor Licenses staff processes the application and distributes it to Police, Fire and Planning and Development Services (PDSD) for compliance reviews and recommendations.



Planning and Development Services Department (PDSD) - 201 North Stone Avenue

P.O. Box 27210 - Tucson, AZ 85726-7210

Telephone: (520) 791-5550 - Fax: (520) 791-4340

Website: [www.tucsonaz.gov/pdsd](http://www.tucsonaz.gov/pdsd)

Email: [DSD\\_Zoning\\_Administration@tucsonaz.gov](mailto:DSD_Zoning_Administration@tucsonaz.gov)

## PDSD Review Process

1. Confirm the zoning, and verify the address provided.
2. Determine if the underlying zoning allows the type of liquor license.
  - For example, Food Service (restaurant) with a Series 12 is permitted in the C-1 zone, but an Alcohol Beverage Service (bar) is not permitted in the C-1 zone.
3. Determine if zoning criteria are met and confirm if the use standards for the zone are met.
  - For example, minimum number of bar seats, restrictions on separate entrances, etc.
4. Determine if a Liquor Mitigation Plan (LMP) is required per UDC 4.9.4.V.9.
  - If the application is for a new service location Series 12 (full-service restaurant license) located in a C-1 zone, check if licensed area is within 400 feet of R-3 or more restrictive zoning.
  - The LMP process includes: an optional pre-application meeting with PDSD staff; a neighborhood meeting led by the applicant; 21-day notice of application period; 14-day notice of decision period (up to 12 weeks total).
5. Determine license category and complete review.
  - Permanent service location review: PDSD reviews development records to confirm the proposed licensed premises depicted on the application matches the plans approved and permits issued by PDSD.
  - Permanent extension of premise review: Staff ensures new patio spaces have been reviewed and approved and permits have been obtained, and that the application configuration matches approved plans.
  - Temporary extension of premise/special event: Ensure health and safety standards are met. Review number of bathrooms, vehicular and pedestrian circulation, and congestion.
6. Once review is completed, PDSD staff submits a memorandum of compliance/non-compliance to City Clerk's Liquor License staff. The recommendation is considered by either M&C or ZE.